

**STATE OF NEW JERSEY  
DEPARTMENT OF CORRECTIONS**

**REQUEST FOR PROPOSALS  
FOR  
SECOND CHANCE ACT DEMONSTRATION PROJECT  
FAMILY INTEGRATION REUNIFICATION AND TRANSITION**

**CASE MANAGEMENT SERVICES FOR OFFENDERS  
RESIDING IN  
ATLANTIC, CAMDEN, HUDSON & PASSAIC COUNTIES**

**Information for Bidders (Background)**

The current philosophy of reentry has moved away from helping offenders survive in the community to providing tools and support to genuinely thrive. The difference between the past and what remains ahead is the fact that the number of inmates released from state prisons has exceeded society's expectation. The need for a comprehensive reentry system is evident due to the fact that with the exception of a few inmates who will die in custody, all other New Jersey (NJ) inmates will leave state prison at some point and return to their community.

In 2004, NJ began undertaking the development of an effective reentry strategy to ensure that the transition from state-sentenced inmate to returning citizen is both successful and safe. Over the past six years, NJ has implemented several effective federal, state and local collaborations and initiatives which have lead to the steady decline in the number of people being incarcerated in state prisons. Through the Second Chance Act Reentry Demonstration Project, the New Jersey Department of Corrections (NJDOC) and its partner agencies will advance its effort by developing an innovative and comprehensive reentry approach with four components: 1) Advanced Academic Achievement, 2) Reentry Preparation, 3) Employment Readiness and Retention and 4) Family Reunification and Transition.

Lengthy and repeated separations can be hard on families and often tear them apart. The reentry preparation process can be an opportunity for family members to acknowledge the positive changes the inmate has made and begin the healing process often needed to

reunite. This Request for Proposals is seeking case management and counseling services under the Family Reunification and Transition (FRAT) component of the initiative. The efforts of the successful bidder will center on providing family reintegration and transition services for both the inmate and family, while complementing the programming and services provided through the other three components of the initiative.

## **Important Dates**

- RFP release date: **February 2, 2011**
- End of question period: **February 11, 2011**
- All questions and answers posted on the NJDOC web site: **February 18, 2011**
- Proposal closing date: **March 1, 2011**
- Notification of contract award(s): **March 16, 2011**
- Contract start date: **April 1, 2011**

## **Eligible Organizations**

In order to be eligible for consideration, bidders must be a non-profit corporation duly registered to conduct business in the State of New Jersey. Government entities are also eligible to respond to the Request for Proposals. The bidder's facilities shall be located in Atlantic, Camden, Hudson or Passaic County.

Either one or two proposals will be funded under this program. The services requested through this Request for Proposals shall be provided in the four counties of Atlantic, Camden, Hudson and Passaic. A bidder may propose to serve both Atlantic and Camden Counties (southern region) or both Hudson and Passaic Counties (northern region). However, if a statewide organization maintains facilities in both the southern and northern regions identified above, one bid proposal may be submitted proposing to serve both regions. In addition, collaboration between eligible organizations is permissible. However, one organization must be identified as the lead and retain primary fiscal and reporting responsibility for the contract.

## **Scope of Work**

The FRAT component shall include home-based interviews with the inmate's immediate family members, facility (prison)-based counseling with both the inmate and family and post-release case management. The initiative shall strive to serve a total of seventy-five (75) unduplicated offender participants. Offenders targeted for voluntary participation will be young adult male offenders returning to the southern region (Atlantic or Camden County) or the northern region (Hudson or Passaic County) over the contract period. These offenders will be housed at the Albert C. Wagner Youth Correctional Facility (ACW) in Bordentown, NJ, which is one of three NJDOC youth complexes. Its population consists of male felons ages 18-34, who, in many cases, have already been exposed to one or more of the NJDOC's other youth complexes and failed to adjust due to the severity of their institutional disciplinary issues. Seventy-five (75) participants will be targeted for voluntary participation. Although the NJDOC will attempt to divide the participants equally from each region, the NJDOC is unable to determine the exact number of participants who will return to each county. The number will be based on the number of voluntary participants who register for the program.

### Component 1: Pre-Release Assessment

The successful bidder will be required to provide one (1) home-based interview with the inmate's identified immediate family member(s) within six (6) months prior to release and prior to entering into Component 2. During this initial meeting, the successful bidder shall focus on family member's needs, concerns, and expectations surrounding the inmate's pending release. In addition, the home-based case manager will assist the family with coordinating and planning the reintegration of their loved one within the family role and will provide assistance with community linkages. The successful bidder will also be required to provide one (1) facility-based interview with the inmate prior to entering into Component 2. During this initial meeting, the successful bidder shall focus on the inmate's needs, concerns, and expectations surrounding the inmate's pending release.

### Component 2: Transitional Planning

The successful bidder shall coordinate one (1) face-to-face family session to take place at ACW within 30 days of receiving the referral from NJDOC. Family sessions may be

scheduled Monday through Saturday, day or evening, based on the operational needs of the NJDOC. It shall be the responsibility of the successful bidder to ensure that the family member(s) are present for all family sessions. The purpose of these specialized sessions will be to reestablish and/or rebuild the loving and trusting family relationship that is often damaged as a result of the inmate's incarceration. The successful bidder will be required to work with the inmate and primary family member(s) to develop a family reentry agreement. The family agreement, will serve as a "contract" with mutually agreed upon guidelines for the transitioning family member's conduct, conflict management skills, educational and financial responsibility, consequences for violation of the agreement, and other family needs identified during pre-release assessment and transitional planning.

### Component 3: Post-Release Management

The successful bidder shall coordinate three (3) post-release home-based individual and/or family sessions. These sessions shall occur within 72 hours of release, 30 days, and 45 days of release. These sessions shall serve as an opportunity to discuss the inmate's transitioning process and current issues, and provide basic case management referrals including, but not limited to: education continuation, mental health services, medical services, public assistance, childcare, substance abuse treatment, job coaching, employment mentoring, food, clothing and shelter.

To initiate the process of receiving the participants into the program, the NJDOC will provide the successful bidder with a written referral for each FRAT participant approximately six (6) months prior to parole or release at maximum expiration of sentence. Upon completion of a release of information by the inmate, the referral shall contain pertinent inmate information from the Joint Comprehensive Assessment Plan (J-CAP), including, but not limited to: the inmate's intake plan (JCAP-1), pre-release interview (JCAP-3), discharge plan (JCAP-4), a record of completion of social rehabilitative programming and services, and contact information for immediate family member(s), as identified by the inmate.

### Program Continuation

It should be noted, in the event of continuation of funding, the number of contacts for each component will increase as follows:

#### Component 1: Pre-Release Assessment

The successful bidder will be required to provide one (1) home-based interview with the inmate's identified immediate family member(s) within eight (8) months prior to release and prior to entering into Component 2. The requirement for the successful bidder to provide one (1) facility-based interview with the inmate prior to entering into Component 2 will remain the same.

#### Component 2: Transitional Planning

The successful bidder shall coordinate two (2) face- to-face family sessions to take place at ACW within six (6) months prior to release and prior to entering into Component 3.

#### Component 3: Post-Release Management

The successful bidder shall coordinate four (4) post-release home-based individual and/or family sessions (one per quarter).

### **Availability of Funds**

Federal Second Chance Act of 2007 (Pub.L.110-199) grant funds are available for the contract period of April 1 – September 30, 2011. Funding may be awarded for two separate contracts in the southern and northern regions or for one contract to serve both regions.

This will be a fee-for-service contract(s). Bid proposals shall include fee-for-service pricing for each service required for the project, as applicable to the proposed geographic region(s) to be served. The specific services for which pricing should be included in the bid proposal are listed in the budget proposal section on pages 10 and 11.

This is a cost reimbursement contract. No advance of funding will be allowable. On a monthly basis, the successful bidder shall request funds from the NJDOC based upon

costs incurred during the preceding month. The successful bidder will submit a State of New Jersey Payment Voucher, an invoice and a narrative progress report to request payment under the contract.

The successful bidder shall recognize and agree that both the initial provision of funding and the continuation of such funding under the agreement are expressly dependent upon the appropriation and availability of State and/or Federal funds. In the event that the funds are not appropriated by the Legislature or Congress or are otherwise unavailable, the NJDOC reserves the right to terminate the contract upon written notice to the successful bidder. Said termination shall not be deemed a breach of contract by the NJDOC or an event of default under the contract. Should such an event occur, the successful bidder shall be entitled to compensation of all satisfactory and authorized services completed as of the termination date. Upon such termination, the successful bidder shall have no right to recover from the NJDOC any actual, general, special, incidental, consequential, punitive or any other damages whatsoever of any description or amount. In addition, future funding shall not be anticipated from the NJDOC beyond the duration of the award period set forth in the contract and in no event shall the contract be construed as a commitment by the NJDOC to expend funds beyond the expiration date set in the contract.

## **Narrative Proposal**

The narrative portion of the proposal shall describe the general approach to accomplishing the tasks outlined in the scope of work. Proposals shall be formatted in the following four sections:

### **1) Applicant Organization**

The applicant shall describe the location of the organization, mission and/or background and experience providing counseling and case management services to individuals and families including home-based services.

The organization's ability to provide the services outlined in the scope of work should be

described. Also include a description of the organization's governance structure and its administrative, management and organizational capacity to enter into a service contract with the NJDOC.

Information on current programs managed by the organization including any state agency contracts should be included. Any prior and/or current experience facilitating services in a correctional institution shall be described, if applicable.

## **2) Program Approach**

Describe the planned organizational structure of the program including the management of the program and plan for supervision of staff. Include a table of organization.

Provide information on key individuals who will be involved in the project and staffing qualifications. Discuss experience in family work, case management, conflict resolution, and a general understanding of the needs of the offender client. In addition, the organization shall demonstrate a strong familiarity with available resources, and the dynamics, culture and socio-economics of the community in which they serve.

Include a list of backup staff that may be called upon to assist or replace primary individuals assigned. Backup staff must be clearly identified as backup staff.

All proposals must address the program approach to all of the required core services outlined in the scope of work. These include: (1) one home-based interview with the inmate's immediate family member(s) prior to the inmate's release. During this interview, information and referral to community resources will be provided, as applicable, and (2) one facility-based interview with the inmate prior to entering into Component 2. During this initial meeting, the successful bidder shall focus on inmate's needs, concerns, and expectations surrounding the inmate's pending release, and (3) one face-to-face family counseling session involving the inmate and the inmate's immediate family member(s) at ACW to establish a family agreement with mutually agreed upon guidelines upon the inmate's community reintegration. Transportation of the inmate's immediate family member(s) shall be provided if transportation is otherwise unavailable,

and (4) three post-release home-based individual and/or family case management sessions to provide an opportunity for the ex-offender and family to discuss any family community reintegration issues and to provide case management referrals.

Describe the program philosophy and approach to services. Describe how the families will initially be contacted.

Specifically describe how each service will be provided, including the planned methods and activities to be employed in their delivery. Also describe the purpose, goals and objectives of each service.

Describe collaborations with community agencies, including services or resources that will be accessed for the inmates and/or their families that are supported through other funding sources.

Discuss the approach that will be utilized to create and foster appropriate rapport and relationship building with the inmate(s) and their families to increase their willingness to sustain counseling and case management services throughout the post-release period.

Discuss the criteria for transitioning participants upon successful program completion. Also indicate the process for negatively terminating participants and their families.

Any anticipated difficulties with the tasks as described by this Request for Proposals should be included.

### **3) Performance Measures**

The NJDOC Office of Transitional Services is required to provide both quarterly and semi-annual reports to the U.S. Department of Justice, Office of Justice Programs, on performance measures. As such, the successful bidder shall be required to report monthly to the NJDOC on measures including, but not limited to, the number of contacts made with family members, number of contacts made with the inmates, and the specific type of services provided. A strategy for tracking performance measures relevant to each

participant shall be addressed in the response to the Request for Proposals.

#### **4) Budget and Budget Narrative**

The NJDOC will consider the cost efficiency of the proposed budget as it relates to the anticipated level of services. A fee-for-service shall be calculated for each separate service required for the project. The bidder shall also provide a budget narrative for the proposed program which describes the basis for each fee.

This will be a fee-for-service contract(s). Bid proposals shall include fee-for-service pricing for each service indicated below, as applicable to the proposed geographic region to be served:

##### Component 1: Pre-Release Assessment

- 1) Pre-release assessment home-based interview with the inmate's identified immediate family member(s) in Atlantic County.
- 2) Pre-release assessment home-based interview with the inmate's identified immediate family member(s) in Camden County.
- 3) Pre-release assessment home-based interview with the inmate's identified immediate family member(s) in Hudson County.
- 4) Pre-release assessment home-based interview with the inmate's identified immediate family member(s) in Passaic County.
- 5) Pre-release assessment facility-based interview at ACW with the inmate.

##### Component 2: Transitional Planning

- 6) Transitional planning face-to-face family counseling session at ACW with the inmate's identified immediate family member(s) from Atlantic County and the inmate. Transportation of the family should be assumed and associated costs included in the fee-for-service.
- 7) Transitional planning face-to-face family counseling session at ACW with the inmate's identified immediate family member(s) from Camden County and the inmate. Transportation of the family should be assumed and associated costs included in the fee-for-service.
- 8) Transitional planning face-to-face family counseling session at ACW with the

- inmate's identified immediate family member(s) from Hudson County and the inmate. Transportation of the family should be assumed and associated costs included in the fee-for-service.
- 9) Transitional planning face-to-face family counseling session at ACW with the inmate's identified immediate family member(s) from Passaic County and the inmate. Transportation of the family should be assumed and associated costs included in the fee-for-service.

### Component 3: Post-Release Case Management

- 10) Post-release home-based case management session with the inmate and/or inmate's immediate family member(s) in Atlantic County.
- 11) Post-release home-based case management session with the inmate and/or inmate's immediate family member(s) in Camden County.
- 12) Post-release home-based case management session with the inmate and/or immediate family member(s) in Hudson County.
- 13) Post-release home-based case management session with the inmate and/or immediate family member(s) in Passaic County.

## **Selection Criteria**

Selection criteria will be based upon the following and in this order of importance:

- Bidder's qualifications
- Program service design
- Completeness of the proposal
- Bidder's understanding of the program based on content of the proposal
- Bidder's experience in similar work

## **Training**

The NJDOC shall provide training opportunities for the successful bidder pertaining to the rules and regulations of the NJDOC, including, but not limited to, any activities that may threaten the order and security of the correctional facility. Training opportunities

will be provided on an as needed basis at no cost to the successful bidder. In addition to training opportunities, the successful bidder shall be responsible for participating in monthly meetings with NJDOC. These opportunities will be utilized to review progress made, problem solve issues as they arise, and ensure all parties are on track with meeting the defined objectives and goals of the initiative.

## **Criminal Background Checks**

All staff requiring access to any NJDOC facility shall be subject to a criminal background check performed by the NJDOC Special Investigations Division. Staff not cleared through the background check shall not be permitted to enter any NJDOC facility.

## **Indemnity/Liability To Third Parties**

The successful bidder shall assume all risk of and responsibility for, and agrees to indemnify, defend and save harmless the State of New Jersey and its employees from and against any and all claims, demands, suits, actions, recoveries, judgments and costs and expenses in connection therewith on the account of the loss of life, property or injury or damages to the person, body or property of any person or persons whatsoever, which shall arise from or result directly or indirectly from (1) the work and/or materials supplied under the contract; or (2) any failure to perform the successful bidder's obligations under the contract or any improper or deficient performance of the successful bidder's obligations under the contract.

Furthermore, the provisions of this indemnification clause shall in no way limit the obligations assumed by the successful bidder under a contract, nor shall they be construed to relieve the provider from any liability, nor preclude the State of New Jersey, its agencies and/or the NJDOC from taking any other actions available to them under any other provisions of the contract or otherwise in law.

## **Insurance**

The successful bidder shall secure and maintain in force for the term of the contract

liability insurance as provided herein. The successful bidder shall provide the State with current certificates of insurance for all coverages and renewals thereof, naming the State as an Additional Insured and shall contain the provision that the insurance provided in the certificate shall not be canceled for any reason except after thirty days written notice to the NJDOC, Bureau of Procurement and Contract Management.

The insurance to be provided by the successful bidder shall be as follows:

Comprehensive General Liability Insurance or its equivalent: The minimum limit of liability shall be \$1,000,000 per occurrence as a combined single limit for bodily injury and property damage. The above required Comprehensive General Liability Insurance policy or its equivalent shall name the State, its officers, and employees as Additional Insureds. The coverage to be provided under these policies shall be at least as broad as that provided by the standard basic, unamended, and unendorsed Comprehensive General Liability Insurance occurrence coverage forms or its equivalent currently in use in the State of New Jersey, which shall not be circumscribed by any endorsement limiting the breadth of coverage.

Automobile Liability Insurance: Automobile liability insurance shall be written to cover any automobile used by the insured. Limits of liability for bodily injury and property damage shall not be less than \$1,000,000 per occurrence as a combined single limit.

Worker's Compensation and Employers Liability: Worker's Compensation Insurance applicable to the laws of the State of New Jersey and Employers Liability Insurance shall be maintained with limits not less than:

Bodily Injury, Each Occurrence: \$1,000,000

Disease Each Employee: \$1,000,000

Disease Aggregate Limit: \$1,000,000

Professional Liability Insurance: When it is common to the bidder's profession to do so, the successful bidder shall carry Errors and Omissions, Professional Liability Insurance and/or Professional Liability Malpractice Insurance sufficient to protect the successful

bidder from any liability arising out the professional obligations performed pursuant to the requirements of the contract. The insurance shall be in the amount of not less than \$1,000,000 and in such policy forms as shall be approved by the State. If the bidder has claims-made coverage and subsequently changes carriers during the term of a contract, it shall obtain from its new Errors and Omissions, Professional Liability Insurance and/or Professional Malpractice Insurance carrier an endorsement for retroactive coverage.

## **Availability of Records**

The successful bidder shall maintain weekly payroll, cost and accounting records related to the services performed on the project, including expenses pertaining to additional services required by the State on the project. Such records shall be maintained and available for the State of New Jersey and/or the NJDOC inspection as to all aspects of the work. These records shall be retained for a period of three (3) fiscal years after the expiration of the State's fiscal year in which the contract expires or in which final payment is received by the successful bidder under a contract, whichever occurs later. (The State's fiscal year is from July 1 through June 30). At the request of the NJDOC, the successful bidder shall promptly furnish, free of charge, all information and copies of all records which the NJDOC requests. The successful bidder shall allow the NJDOC to visit the office(s) of the successful bidder periodically, upon reasonable notice, in order to review any document related to the contract or to otherwise monitor work being performed by the successful bidder pursuant to the contract. Any failure by the successful bidder to maintain or produce such records or to otherwise cooperate with the NJDOC may be cause for termination of the contract and/or suspension or debarment from State contracts.

## **Audit Requirements**

Examination in the form of an audit shall be conducted by qualified individuals who are sufficiently independent of those who authorize the expenditure of contract funds to produce unbiased opinion, conclusions, or judgments. These audit examinations are intended to ascertain the effectiveness of the financial management systems and internal procedures that have been established to meet the terms and conditions of the contract

and the accounts and that financial reports fairly present the results of the successful bidder's operations. The NJDOC will require submission of the successful bidder's annual organization-wide audit. Audits shall be conducted in accordance with generally accepted accounting principles and government auditing standards. The audit of the successful bidder must be in accordance with the applicable regulations (and their subsequent revisions) as follows:

Federal OMB Circular A-133 Revised, Audits of States, Local Governments and Non-profit Organizations.

U.S. Government Accountability Office, Government Auditing Standards.

At any time during the contract term, the successful bidder's overall operations, its compliance with specific contract provisions, and the operations of any subcontractors engaged by the successful bidder may be subject to audit by the NJDOC.

Whether or not such audits are conducted during the contract term, a final financial and compliance audit of contract operations, including the relevant operations of any subcontractors, may be conducted after contract termination or expiration. The successful bidder is subject to audit up to five years after termination or expiration of a contract. If any audit has been started but not completed or resolved before the end of the five-year period, the successful bidder continues to be subject to audit until it is completed and resolved.

The successful bidder shall agree to assure timely and appropriate resolution of audit findings and recommendations.

## **Publicity**

The successful bidder is not permitted to issue news releases pertaining to any aspect of the services being provided under this contract without the prior written consent of the Commissioner, of the NJDOC.

## **Advertising**

The successful bidder shall not use the State's name or NJDOC logos, images, or any data or results arising from this contract as a part of any commercial advertising without first obtaining the prior written consent of the Commissioner, of the NJDOC.

## **Contract Award and Contract Period**

The contract shall be awarded with reasonable promptness by written notice to that responsible bidder(s) whose bid meets the aforementioned specifications and will be most advantageous to the State, price and other factors considered. NJDOC staff may request a site visit to the bidder's facility prior to awarding the contract(s). The contract(s) will be in effect for six months.

The contract period may be renewed for two additional 12-month periods, or fraction(s) thereof, dependent upon the availability of funds and the performance of the successful bidder.

## **Required forms and documentation**

The following forms must be downloaded, printed, completed, signed, and returned with the proposal:

- State of New Jersey Terms and Conditions

The above form is found at:

<http://www.state.nj.us/treasury/purchase/forms/pbst.pdf>

- Ownership Disclosure Form, Disclosure of Investigations
- Affirmative Action Employee Information Report
- MacBride Principles Certification

The above forms are found at:

<http://www.state.nj.us/treasury/purchase/forms/StandardRFPForms.pdf>

- Chapter 51 Certification Form (Political Contributions)

The above form and instructions are found at:

[http://www.state.nj.us/treasury/purchase/forms/eo134/c51\\_cd\\_instr.pdf](http://www.state.nj.us/treasury/purchase/forms/eo134/c51_cd_instr.pdf)

[http://www.state.nj.us/treasury/purchase/forms/eo134/c51\\_cd.pdf](http://www.state.nj.us/treasury/purchase/forms/eo134/c51_cd.pdf)

- Chapter 271 Certification Form (Political Contributions)

The above form is found at:

<http://www.state.nj.us/treasury/purchase/forms/CertandDisc2706.pdf>

- State Tax Set Off Form

The above form is found at:

<http://www.state.nj.us/treasury/purchase/forms/pbtax.pdf>

If there is a conflict between the terms of this RFP and the State of New Jersey Terms and Conditions, the terms of this RFP shall take precedence.

**Questions regarding this RFP may be faxed or e-mailed prior to the end of the question period, to:**

New Jersey Department of Corrections  
Attn: Eugene Pryor  
P.O. Box 863  
Whittlesey Road  
Trenton, NJ 08625-0863

Fax: 609-984-3428

E-mail: [eugene.pryor@doc.state.nj.us](mailto:eugene.pryor@doc.state.nj.us)

All questions and answers will be posted on the NJDOC web site.